



CITY OF ATLANTA

Job Announcement

COMMUNITY FACILITY MANAGER

STARTING SALARY: \$39,846

Salary Grade: 19

Applications accepted from: June 26, 2006 until Vacancy is filled

Minimum Job Requirements

Persons applying must have **all** of the following to qualify: Bachelor's degree in Recreation, Health, Education, Fine Arts, or a related field **and** one (1) year of experience at a recreation facility. **Supervisory experience is required.** Equivalent combinations of training and experience will be determined under prescribed guidelines. However, training and experience will **not** be substituted for the required High School diploma or GED.

Licenses and Certificates*

Applicants for this position must be certified in CPR and First Aid. Transportation and a valid Georgia Driver's License are required.

Duties of the Job:

This employee supervises, directs, and evaluates assigned staff to include handling employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; provides direct supervision to Recreation Operation Assistants and Recreation Instructors; coordinates and implements fundraising events; plans and provides staff meetings for administrative and professional training purposes; prepares weekly, monthly, and annual reports on district activities; approves and monitors all staff time sheets; recruits and retains volunteers; coordinates maintenance repairs and work orders; initiates new programs; and inspects, evaluates and monitors programs, inventory supplies and equipment. Attends and participates in scheduled community and citywide meetings within the community; meets with parents, participants, community leaders and civic groups to address concerns.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107 Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

The hiring authority will contact only those applicants they deem most appropriate for the position. Letters will not be mailed to individual job applicants.

*Verification is required prior to appointment.

**All applicants hired must present an appropriate picture ID and have their social security number verified by the hiring department.